

CSC Adopted: September 2001 , CSC Revised: _____**Class Title: Real Estate Appraiser Team Leader****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Manages a team of appraisers who perform commercial and residential property appraisals. Develops and evaluates sale and ratio studies, and provides assistance to property owners.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Supervises work team by verifying the accuracy of drawings, measurements, and documentation of field work, implementing work schedules, assigning work, training, resolving problems, and providing assistance in completing tasks.
2	S	Develops and evaluates ratio studies by analyzing and certifying neighborhood sales, entering data into the computer, and interpreting statistics.
3	S	Assists property owners, private appraisers, and the Chief Deputy Assessor by explaining assessments and resolving issues.

CSC Adopted: September 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Over three years experience in Real Estate Assessment and microcomputers.
Certifications and Other Requirements	Valid Driver's License, four courses in Real Estate with one requirement of Assessment Administration, Assessment Certification
Reading	Work requires the ability to read real estate cost manuals, appraisal reports, ratio studies, computer programs and software packages, construction or repair information, instructional manuals, correspondences and memorandums including email.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division. Understanding of statistical analysis for sales ratio studies including calculation of assessment which requires a college level knowledge of geometry.
Writing	Work requires the ability to write correspondences and memorandums including email, reports at a college level.
Managerial	Managerial responsibilities include planning work schedules for teams, delegation, planning and assessment including time management of projects and tasks.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires managing and monitoring work performance of appraisal staff including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: September 2001 , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Copier, fax machine, viewing maps, filing
Sitting	C	Computer, desk work, driving
Walking	F	To/from filing area, to/from appraisers desks, offsite or field work, inter-office
Lifting	O	Map books, briefcase, files, property record cards, measuring tools
Carrying	O	Map books, briefcase, files, property record cards, measuring tools
Pushing/Pulling	O	File cabinet drawers, measuring device
Reaching	F	Measuring property, answering telephone from desk, filing
Handling	O	Map books, briefcase, files, property record cards, measuring tools
Fine Dexterity	F	Computer keyboard, calculator, typewriter, writing
Kneeling	O	File cabinet drawers, measuring property
Crouching	O	File cabinet drawers, measuring property
Crawling	N	
Bending	O	File cabinet drawers, measuring property, inspection or examination of property
Twisting	N	
Climbing	R	Stairs, construction areas on offsite or field
Balancing	N	
Vision	C	Computer, desk work, filing, reading, viewing/inspection/examination of property, driving
Hearing	C	Telephone, co-workers, staff, team members, taxpayers, customers, Assessors, contractors, meetings, presentations
Talking	C	Telephone, co-workers, staff, team members, taxpayers, customers, Assessors, contractors, meetings, presentations
Foot Controls	O	Driving
Other (specify)	N	

CSC Adopted: September 2001 , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, printer, fax machine, copy machine, telephone, calculator, measuring tape, motor vehicle, micro fiche, Standard Microsoft Windows and Office software, SCANSmith, ArcView, Proval

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	M
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	S
Communicable Diseases	N	Darkness or Poor Lighting	M
Physical Danger or Abuse	M		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	-
Outdoors	-
Other (see 2 below)	-

(1)

(2) Field work

PROTECTIVE EQUIPMENT REQUIRED:

Seatbelt

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	N
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)